

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0064991	10. Budget Program Number 01112	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Program Consultant I	
3. Division Administration/Operations			12. Proposed Class Title	
4. Section Office of Grants and Contracts	For Use By	13. Allocation		
5. Unit		14. Effective Date		
6. Location (address where employee works) 915 SW Harrison (Docking State Office Building) City Topeka County Shawnee		15. By	Approved	
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. %		Personnel Office	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM			17. Audit Date: By: Date: By:	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

Brent Whitten

Procurement Officer III

K0224343

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Brent Whitten

Procurement Officer III

K0224343

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Employee is allowed a great deal of latitude in making decisions for payments and contact with program staff. Instructions are given on an as needed basis.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
1 – 40%	E	Grants & Contracts Payments: Review and audit contract purchase order payment requests within the SMART accounting system. This includes, but is not limited to enter PR's into Smart for Grants/Contracts, verify accuracy of reported expenses; amount of contract award; appropriateness of funding distribution; amounts previously paid; total expenses/payments to date; reasonableness of expenditure request; and entry and approval of the voucher against the appropriate contract purchase order.
2- 5%	E	Technical Assistance: Provides technical assistance to DCF administrative and program staff, grantee/contractor personnel as well as the general public. Must possess the ability to research state and federal regulations as they apply to the various programs and make decisions as to the application of the rules to individual grant programs of contract provisions. Assisted with reconciliation of invoices/PO, PO Amounts and supplies Audit Confirmation Reports. Assist with Vendor maintenance issues in SMART.
3- 5%	E	Purchase Order Maintenance: Reviews and requests appropriate entries to purchase orders in the SMART accounting system in order to maintain appropriate funding distributions and contract balances. This requires a strong knowledge of the DCF funding table and agency programs.
4-20%	E	Office of Grants and Contracts Web steward. Creates and maintains the sections website as needed. Creates and maintains Access databases as needed. Printing Liaison for DCF.
5-20%	E	Monitor vouchers to ensure payment processes through SMART and resolve any exceptions or system errors. Enter Journal Vouchers to correct any coding errors and maintain documentation. Maintain records of Grant & Contract Payments by filing and retaining copies of payment request paperwork and invoices for audit purposes.
6-5%	E	Performs in a backup role other procurement related activities as required within delegated authority in accordance with state purchasing policies, laws and regulations. Duties are performed under minimal supervision allowing for considerable latitude for independent judgment on the methods used to determine agency needs and obtain the goods or services required. Routine for reviews and consultations was supervisor guarantee the effective and efficient performance of duty
7- 5%	M	Other duties as assigned

-
22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

-
23. Which statement best describes the results of error in action or decision of this employee?
- () Minimal property damage, minor injury, minor disruption of the flow of work.
 - (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
 - () Major program failure, major property loss, or serious injury or incapacitation.
 - () Loss of life, disruption of operations of a major agency.
- Please give examples.

If grants, contracts and funds are not managed effectively DCF could lose funding for certain programs which would result in DCF clients not being served.

-
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with customers, Department of Administration, regional personnel and vendors of grants and contracts.

-
25. What hazards, risks or discomforts exist on the job or in the work environment?

Sedentary – lack of movement may cause stiffness
Eyestrain due to considerable computer use

-
26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computer – daily
Calculator – daily
Telephone – daily
Copier – daily
Fax Machine – occasionally

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

One year of experience in professional accounting/auditing work. Education may be substituted for experience as determined relevant by the agency. Six months of experience in planning, implementing and monitoring activities relevant to the agency's programs. SMART Accounts Payable and Purchasing training and experience and knowledge of state accounting principles is preferred.

Education or Training - special or professional

None required

Licenses, certificates and registrations
None required

Special knowledge, skills and abilities Knowledge of governmental accounting and fiscal administration.

Knowledge of budget and procurement practices and procedures.

*Ability to analyze and interpret financial report information and to take the appropriate corrective action.

*Ability to evaluate and modify accounting systems, procedures, records and controls.

*Ability to establish and maintain effective working relationships with coworkers and representatives of other agencies or departments.

*Ability to organize and clearly express information in concise written form.

*Ability to use personal computers and application software. Working knowledge of Microsoft Suite programs. (Access, Excel, Outlook, Communicator, PowerPoint, Word, SharePoint)

*Necessary at Entry

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date